

NAF PERSONNEL OFFICE (VAB)
MWR & VQ Oceana, Dam Neck Annex and Northwest Annex
IN-HOUSE VACANCY ANNOUNCEMENT

03/31/04

Does not confer to Civil Service Status

POSITION: Recreation Assistant (Bowling)

ANNOUNCEMENT # VB-37-04

Grade: NF-0189-02

Salary: \$6.75-\$7.25 P/HR

LOCATION: MWR Commercial Activities Division-Bowling
NAS Oceana, Virginia Beach VA 23460

CLOSING DATE: 04/07/04

AREA OF CONSIDERATION: MWR Commercial Activities Employees Only

(1) Position (s), Regular Full-Time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Greets all patrons and assigns lanes, league and open play cards in numerical sequence, collects shoe rentals, bowling fees and locker fee. Sells bowling equipment and accessories. Rings sales on cash register and makes change, assuring all cash handling requirements are met. Maintains a change fund and completes a daily activity report for all receipts. Sanitizes shoes after each use and before storing. Assists the manager on duty in maintaining order in the facility. Answers routine questions from patrons regarding schedules, equipment services, prices, etc. Relays patron suggestions and complaints to the manager on duty. Maintains record cards as appropriate. Maintains storerooms, and customer areas in a state of cleanliness, ensuring they are free of trash and are properly stocked. Maintains stock of cleaning materials and supplies required to perform assigned duties. Notifies the manager on duty when additional material is needed. Assists in maintaining the Bowling Center facility and grounds. Picks up in the patron areas, vacuums, sweeps and mops floor(s). Cleans windows, mirror, doors and water fountains. Cleans, disinfects and deodorizes urinals and toilet bowls. Replaces deodorizers, toilet tissue, hand towels and soap. Replaces burned out light bulbs. Cleans and performs touch-up painting on walls and ceilings, replaces air filters and assists with any related maintenance not performed by PWD. Polices grounds including weeding, picking up trash and snow removal. Inspects and notes condition of restroom facilities, and reports to the manager on duty such discrepancies as broken windows, water leaks, clogged drains and other conditions requiring maintenance. Advises customer on the type and weight of ball suitable for their use. Measures for proper fit and drills ball to specifications. Performs other related duties as assigned.

QUALIFICATIONS: A minimum 6 months work experience with cash register/cash handling responsibilities is required. Recreational knowledge of, or working experience in a bowling center is strongly preferred. Must be at least 18 years of age, be able to read, write and understand both written and verbal instructions. Must be able to add, subtract, multiply and divide accurately. Must be able to demonstrate and use polite, courteous customer service. Must be able to perform simple cleaning tasks. Must maintain high standards of personal hygiene and appearance. One year experience or satisfactory completion of a certified ball drilling school is preferred.

SPECIAL REQUIREMENTS: This position is subject to an irregular tour of duty, which may include nights, weekends, holidays and seasonal work. May be required to travel to other locations to support MWR operations and/or receive training.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Ave, Bldg 531 NAS Oceana, Virginia Beach VA 23460.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)

